



JOB DESCRIPTION FINANCE MANAGER

REPORTS TO: Finance and Operations Director

RESPONSIBLE FOR: No direct reports at this time. Potential for a dedicated assistant in the future.

LOCATION: Hybrid working – with a minimum of one day per month in the office based in Leatherhead. We will also consider remote working.

About us

The South East Rivers Trust is an environmental charity bringing rivers and their catchments back to life. Working in 12 river catchments across the south east, the Trust connects communities and mobilises citizen scientists to educate and engage people on the importance of rivers, and supports and challenges stakeholders, businesses and individuals to protect them. The Trust uses data and evidence to target positive action and works with nature to make rivers healthy again. This includes tackling water pollution, addressing water scarcity, reconnecting rivers and restoring habitats.

Working at the South East Rivers Trust is rewarding, fulfilling and busy; we work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships and bringing positive energy to all we do. If this sounds like an environment that you would thrive in, we would love to hear from you.

The role

This role plays an important part in the successful delivery of our work and cause. We are mainly project-funded and have grown rapidly over the last few years, this is testament to the quality of work and good relationships that our values demand. To enable us to continue to grow and make an even bigger impact, we need a confident and expert Finance Manager to support us. We currently have 35 members of staff and commitment to 60+ projects across the south east. The Finance Manager is part of the four-person Finance and Operations Team which works to develop and provide the finance and operations functions that underpin the smooth running of the Trust. The role will ensure we are compliant with relevant policies and procedures, protecting our reputation, promoting best practice and helping us continuously improve in these areas.

SERT is seeking a highly organised and motivated person with a genuine interest in charity accounting to lead and develop the financial processes of the Trust.

This is an exciting opportunity to join a growing and dynamic team and make a real difference in protecting the environment.

JOB SUMMARY

The role of Finance Manager will involve the efficient co-ordination and maintenance of the charity's accounts, ensuring the smooth operation and financial compliance of the Trust. You will be responsible for the day-to-day running of the finance function of the organisation and will work closely with Finance and Operations Director, the Trust Administrators, the Senior Management Team and project managers.

You will be responsible for maintaining the Trust and its trading subsidiary's financial records including: processing transactions; preparing and maintaining the nominal accounts; preparing monthly and annual accounts; preparing VAT returns; monitoring and managing bank accounts; contributing to funding applications and financial reporting to funders; producing project accounts and working with staff to review budgets and cashflow.

You will have excellent attention to detail and be able to communicate well both within the organisation and externally. You will be an integral part of the SERT team and will need to be able to clearly explain financial requirements to colleagues without a financial background. You will ideally have experience of Xero and be confident using Excel, Word and email.

The role will suit a qualified accountant with a good level of knowledge and experience of charity finance. This is an exciting opportunity to become a core part of a dynamic and enthusiastic team making a real difference for the environment.

KEY DUTIES AND RESPONSIBILITIES

1. Managing and running the Trust's Finance Function

1.1 Transaction processing (with support from Trust Administrator)

- Purchase and Sales Ledgers
- Staff expenses and payment cards
- Timesheets
- Payroll and pension

1.2 Management Accounting and Budgeting

- Manage month-end processes, including processing timesheets, posting journals, P&L review and balance sheet reconciliations
- Produce quarterly management accounts, including variance reports, rolling cash-flows and reserves forecasts
- Support the preparation of annual budget and reforecasts

1.3 Statutory Accounting

- Prepare for the annual audit, including the annual audit file, liaising with auditors and overseeing the implementation of audit recommendations
- Prepare the annual accounts for SERT (or liaise with auditor preparing accounts)
- Prepare annual accounts for SERT trading subsidiary (South East Rivers Consulting Limited)
- Prepare quarterly VAT returns

1.4 Project Accounting

- Produce monthly project accounts
- Support the organisation to ensure full cost recovery and monitor use of core funds
- Support project managers with financial information
- Prepare budgets and provide financial information for grant and other funding applications
- Prepare financial reports and claims for all projects, including for EU funding
- Ensure compliance with donor rules & requirements with respect to finance

1.5 Cash and Reserves Management, and Banking (with support from Trust Administrator)

- Set up bank payments and bank cheques
- Credit control
- Bank and staff payment card reconciliations
- Updating bank mandates and liaison with bank/s
- Actively manage cash flow to ensure adequate cash levels are maintained throughout the year, including cash flow forecasting
- Ensure strong Restricted & Unrestricted Fund management

1.6 Financial planning and operations

- Support the preparation of financial information for trustees/directors including management accounts, annual budget and forecasts, cashflow
- Ensuring financial control systems and procedures in accounts payable, accounts receivable, payroll and staff expenses, and banking functions
- Develop and improve financial processes and reporting to track and monitor projects
- Ensuring financial compliance of the Trust and trading subsidiary
- Monitor Charity Commission, Companies House and HMRC records and submissions
- Contribute to Board Finance Risk and Audit Committee as required

2. Other

- Support the delivery of SERT’s HR, IT and Administrative functions
- Support the work of the Director of Finance & Operations and Senior Management Team
- Contribute to and uphold the good reputation of the Trust, promoting the work of the Trust
- Adhere to Trust policies and procedures and contribute to their development where appropriate
- Other duties as necessary.

PERSON SPECIFICATION

Please keep this person specification in mind, as well as the Trust’s core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through both the application process and at interview.

Requirements	Essential	Desirable
1. Training and Experience		
1. Relevant accountancy qualification, or equivalent	X	
2. Experience using Xero accounting software		X
3. At least three years’ relevant experience in a charity accounting role		X
4. Advanced Excel skills	X	
5. Experience of preparing management accounts, annual budgets, monitoring overhead recovery, producing cashflow forecasts	X	
6. Project management skills – required for claims processes, audits, financial reporting of changes and developments		X
7. Experience working with external auditors, preparation of annual audit file		X
2. Skills, Abilities and Personal Attributes		
8. High level of attention to detail	X	
9. Excellent communication skills	X	
10. Excellent organisational and time management skills	X	
11. Flexible and ability to multi-task	X	
12. A good understanding of the challenges of working in the NGO sector and/or a small organisation		X
13. Positive and ‘can-do’ attitude	X	
14. Able to work well both as part of a team and independently	X	
15. Able to prioritise and work under pressure to tight deadlines	X	
16. Honesty, discretion and confidentiality	X	
17. An interest in rivers and the environment		X
3. Miscellaneous		
18. Commitment to equality of opportunity	X	
19. Suitable, safe home working environment	X	

CONDITIONS OF SERVICE

Salary: £39,000 to £45,000 dependent on experience.

Contract period: This is a permanent full time position. The appointment will be subject to a six-month probationary period.

Pension: SERT operates a contributory pension scheme and will pay 9% of salary subject to a 6% employee contribution.

Annual Leave: Annual leave entitlement is 25 days plus public holidays (pro rata for part time)

Hours of work: SERT works a 37.5 hour week. Occasional evening or weekend work may be required, for which time off in lieu can be taken. No overtime will be paid.

Driving licence and vehicle: A full driving licence and access to your own transport is desirable, but not essential for this role.

Location: Hybrid working – with a minimum of one day per month in the office based in Leatherhead. The office has 8 hot desks available for staff and teams to book more regularly. We will also consider remote working.

Right to work in UK: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

EMPLOYEE BENEFITS

- Hybrid working and remote working
 - Flexible and part-time working opportunities
 - Enhanced leave policies including sickness, maternity and paternity
 - Employee Assistance Programme
 - Wellbeing team, with trained Mental Health First Aiders
 - Four staff away days per year
 - TOIL allowance
 - Commitment to career development and training, including but not limited to:
 - Individual career development plans
 - Attendance at external training and conferences relevant to role
 - Internal training relevant to role
 - Access to resources and training via affiliated memberships including NCVO and Charity Finance Group.
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APPLICATION PROCESS

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to jobs@southeastriverstrust.org:

- a completed application form
- a completed Equality and Diversity Monitoring Form

The deadline for applications is Sunday 26th March, 10pm with interviews taking place on Thursday 30th March (in person or on Zoom). Please get in touch if you are unable to make this date.

If you would like to discuss the position please email jobs@southeastriverstrust.org, with your enquiry and we will arrange to call you back.

Please note: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.